



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 6, 2010**

1. The meeting was called to order at 5:12 p.m. by Board President Avonnet Peeler
2. **ROLL CALL:** President Avonnet Peeler, Board Members Dean Batchelor, Linda McHugh, and Jose Villaflor

ABSENT: Vice President Peter Horikoshi

STAFF PRESENT: Chris Low and Jill Kovacs, Senior Management Analysts

3. **MINUTES:** The minutes of the regular meeting of July 7, 2010 were presented for Board approval. Board Member McHugh moved to accept the minutes. Board Member Batchelor seconded, and the motion was carried by a 4-0 vote.
4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **JULY, AUGUST, SEPTEMBER 2010.**

4-A ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
AGM-Energy Resource Planning	9/13/2010	2010-20(1)
Office Assistant	8/11/2010	2010-24
Police Officer - Recruit	7/30/2010	2010-18
Police Officer – Academy Graduate	7/30/2010	2010-19
Police Officer - Lateral	7/1/2010	2010-21
Senior Clerk	8/19/2010	2010-26PR
Utility Info Systems Network Analyst	9/15/2010	2010-25
4-B ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Deputy Fire Chief	11/20/2009	209-35PR
Police Lieutenant	12/3/2009	209-29PR
Police Sergeant	10/14/2009	209-04PR
Property & Evidence Technician	3/3/2010	2010-04
Public Works Superintendent	4/21/2010	2010-09
Senior Account Clerk	4/20/2010	2010-11
Senior Management Analyst	4/7/2010	2010-08PR
4-C ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Controller	3/10/2010	2010-01
Jailer	3/24/2010	2010-03
Meter Reader Collector	6/3/2010	2010-15PR
Office Assistant	6/9/2010	2010-10PR

Police Officer (Academy Graduate or Lateral)	12/10/2009	209-33
Utility Information Systems Supervisor	4/22/2010	2010-12

4-D LIST OF SPECIFICATIONS:

Existing Classification Specification Revision:

Community Development Program Manager
Equipment Operator
Utility Information Systems Network Analyst

Member Batchelor asked what class of driver's license was required for the Equipment Operator position as the job specification stated that the operation of equipment such as a Water Truck was listed under job duties. Mr. Low responded that the weight of the equipment is what determines the class of the driver's license and not necessarily the type of vehicle. Member Batchelor stated that the City may want to review this qualification in light of this job specification to make that determination. Member McHugh pointed out that the job specification calls for routine maintenance and the operation of heavy equipment. Executive Secretary Willis stated that the City will check into the class of driver's license needed and report back to the Board.

Member Batchelor moved to accept the consent calendar. Member McHugh seconded and the motion passed by a 4-0 vote.

5. REGULAR AGENDA ITEMS

5-A Activity Report - Period of June 1, 2010 – August 31, 2010

Member Batchelor asked about the two transfers to other departments and if these positions had been posted. Executive Secretary Willis stated that these were not posted as they involved moving the entire position and incumbent from one department to another department. Thus, the Finance Department lost two positions while the Fire Department and the City Manager's Office each gained a position. The net effect on total City positions is the same.

Linda McHugh asked if any of the Police Officers that were hired were displaced from other organizations. Executive Secretary Willis responded that two or three had been laid off from the Oakland Police Department.

5-B Concurrent Eligible Lists

Executive Secretary Willis introduced Chris Low, Senior Management Analyst who provided the overview on this item.

Chris Low stated that the Human Resources Department is bringing this issue to the Civil Service Board to see if the Board has any questions or concerns regarding utilizing concurrent eligible lists for the same classification. Mr. Low cited the example from the letter presented in the Board packets of Record and Communication Manager. Mr. Low stated that because this is such a specialized job and the City found it difficult to find suitable candidates, it was split into two separate positions under the classification of Administrative Management Analyst. The City wants to be able to recruit for the specializations that are necessary for these positions without having to close an existing Administrative Management Analyst

eligible list. Executive Secretary Willis explained that absent being able to have concurrent lists, the City would need to interview everyone on the current list of eligibles, disqualify each of those on the list and then cancel the list before the City could recruit for the specialized skills. Having concurrent lists would allow for the current candidates to still be considered for openings that may occur without having the need to reapply. The City does not want to have to cancel the list and start a new one each time this happens. The City would prefer to keep the current list active and recruit separately for the specialized skills.

President Peeler asked what the job title would be for this new recruitment. Mr. Low responded that it would be Police Records Supervisor. However, it was pointed out that this is a working title for the classification of Administrative Management Analyst which would be reflected on the recruitment notice. Member McHugh asked about bargaining unit rights and bumping rights issues. Executive Secretary Willis stated that bumping rights are based upon classification and that a laid off employee must be able to do the job they are bumping into.

Executive Secretary Willis stated that she would like the Board's concurrence that having more than one active eligible list for the same classification under these circumstances would be acceptable. Member McHugh asked if those on the current list would be notified of the new recruitment and offered the opportunity to apply. Executive Secretary Willis stated that the City could notify the applicants. It was agreed that the candidates on the existing list would be notified of any concurrent recruitments once they began.

5-C SAFER Grant – Fire Department

Executive Secretary Willis informed the Board that the Fire Department was awarded a federally funded grant in the amount of \$1.7 million which will provide the Fire Department with the opportunity to hire up to six experienced firefighters. These firefighter positions are for a maximum duration of two years and, due to the fact that they are grant funded positions, are not covered by civil service. Executive Secretary Willis explained to the Board that the City utilized virtually the same testing and selection process for this recruitment as it has always used for firefighter recruitments. Thus, the City would like to be able to utilize the names from this non-Civil Service recruitment to be able to certify names to a Civil Service list should a regular firefighter vacancy occur within the two years of this grant. This will allow the City to be able to hire these firefighters into regular full time civil service positions without them having to go through the testing process again.

Member McHugh stated that she did not have a problem with the City certifying these names as long as they had gone through the same process as a civil service position. Mr. Low assured the Board that the process was the same to include a full background check.

Member McHugh asked what section of the Civil Service Ordinance spoke to non-civil service positions. Executive Secretary Willis told the Board that the reference was in Section 4 – Scope of the Civil Service Program, which reads, "The Civil Service of the City of Alameda shall consist of all positions of employment and offices (hereinafter designated as position) of or under jurisdiction of the City of Alameda, except: (f) All personnel hired in conjunction with a State or Federally funded program or other specially funded projects."

5-D AB 1234 Ethics Training

Executive Secretary Willis reminded the Board about Ethics Training required under AB 1234. She stated that each Board member should have received a letter regarding the options available for them to receive this training and strongly encouraged each Board member to take the Ethics training.

Member Linda McHugh moved to accept the Regular Agenda Items. Member Batchelor seconded and the motion passed by a 4-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

President Peeler welcomed new Board member Jose Villaflor.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

There was discussion that the next meeting of the Civil Service Board will be held on Wednesday, January 5, 2011 beginning at 5:00 p.m.

9. President Peeler asked for a motion to adjourn the meeting. Board Member McHugh moved to adjourn and Member Batchelor seconded the motion. The motion passed 4-0 and the meeting was adjourned by President Peeler at 5:52 p.m.

Respectfully submitted,



Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board